

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2-4
II. Receiving Water Limitations	5
III. SQMP Implementation	5-7
IV. Special Provisions	8
IV.A. Public Information and Participation Program	8-14
IV.B. Industrial/Commercial Facilities Program	15-17
IV.C. Development Planning Program	18-21
IV.D. Development Construction Program	22-23
IV.E. Public Agency Activities Program	24-33
IV.F. IC/ID Elimination Program	34-37
V. Monitoring	38
VI. Assessment of Program Effectiveness	38
VII. Certification	39

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****Reporting Year 2008- 2009****I. Program Management**

A. Permittee Name: City of Sierra Madre

B. Permittee Program Supervisor: Bruce Inman

Title: Director of Public Works

Address: 232 W. Sierra Madre Blvd.

City: Sierra Madre

Zip Code: 91024

Phone: 626-355-7135

Fax: 626-355-2251

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The NPDES program is administered by the Public Works Department. Other City Departments including Development Services, Community and Personnel Services, City Manager, and the Police Department also contribute to various components of our NPDES program. The SQMP has been developed and is available for reference for the various departments that contribute to the program.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Public Works/ Community Services	2
2. Industrial/Commercial Inspections	Public Works	1
3. Construction Permits/Inspections	Public Works/Development Services	2
4. IC/ID Inspections	Public Works/Police Department	2
5. Street sweeping	Public Works	Contractor
6. Catch Basin Cleaning	Public Works	1
7. Spill Response	Public Works	2
8. Development Planning (project/SUSMP review and approval)	Public Works/Development Services	2
9. Trash Collection	Public Works	Contractor

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****D. Staff and Training**

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. **See Attachment A**

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

Sewer/Storm Drain Fund

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

TABLE 2

Program Element	Expenditures in Fiscal Year 2008-2009	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$37,050.00	Unable to accurately estimate at this time.
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$500.00	Unable to accurately estimate at this time.
3. Industrial/Commercial inspection/ site visit activities	\$2,000.00	Unable to accurately estimate at this time.
4. Development Planning	\$3,700.00	Unable to accurately estimate at this time.
5. Development Construction a. Construction inspections	\$12,000.00	Unable to accurately estimate at this time.
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	\$230,000.00	Unable to accurately estimate at this time.
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$1,600.00	Unable to accurately estimate at this time.
8. Monitoring	(County of Los Angeles)	Unable to accurately estimate at this time.
9. Other	0	Unable to accurately estimate at this time.
10. TOTAL	\$286,850.00	Unable to accurately estimate at this time.

List any supplemental dedicated budgets for the above categories:

N/A

List any activities that have been contracted out to consultants/other agencies:

Athens Services – Street Sweeping. Los Angeles County Department of Public Works – catch basin clearing.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following: N/A
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

The City of Sierra Madre continues to use the most current model program provided by the County of Los Angeles.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

The City of Sierra Madre exceeds NPDES permit street sweeping requirements, with all residential areas being swept weekly and commercial zones being swept twice weekly.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? Los Angeles River
2. Who is your designated representative to the WMC? James Carlson, Management Analyst
3. How many WMC meetings did you participate in last year? Seven
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings offer networking opportunities for the City of Sierra Madre to learn and share new ideas geared toward providing unique solutions to existing and new NPDES issues. WMC meetings provided the City an important voice in the planning and implementation of a Coordinated Monitoring Plan, Special Studies, and Implementation Plan.

5. Attach any comments or suggestions regarding your WMC. None at this time.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

Residential saltwater recreational pool discharges. More specific information and possibly renewed considerations for drainage and runoff circumstances.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

IV. Special Provisions (Part 4)**A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? 212
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 0
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 212

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A – All inlets have been marked indelibly.

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? The City of Sierra Madre does not own any creeks, channels or other such water bodies.
- Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

While the City of Sierra Madre does not own any creeks or channels, we have placed "No Dumping" signs at the entrance of a creek in the northwest section of Bailey Canyon (a canyon that sits in the foothills, north of the city.) There are also "No Dumping" signs at all bridges that cross over the L.A. County Wash. These locations are E. Grandview Ave., Camillo Ave., Sycamore Pl., Los Rocas Dr., Sturtevant Dr., Woodland Dr., and E. Sierra Madre Blvd.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number?
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? 2
- g) Describe the process used to respond to hotline calls.
- Two calls received either directly or via referral with the L.A. County Hotline. Both calls in FY 08/09 where responded to within 15 minutes.
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur?

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
- How many Public Outreach Strategy meetings did your agency participate in last year? 2
- Explain why your agency did not attend any or all of the organized meetings.

Staff attended two meetings, others were missed due to competing priorities.

Identify specific improvements to your storm water education program as a result of these meetings:

With advisement from these meetings the City of Sierra Madre was able to hold 4 events within the city to educate the public, and especially school-age children about storm water pollution prevention. The events included a model display in which the participants interacted with pollution sources as well as preventative measures. Information and educational materials were also handed out to children as well as adults.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? Co-sponsored ads were placed in local newspapers twice during FY 08/09. The estimated cumulative circulation is 100,000. Information is continuously presented on our local access cable channel with approximately 2200 subscribers. Information is also available at all times on the City's website.
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City refers local schools to the County's Environmental Defenders assembly programs.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐
If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 6?

N/A

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☐ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City of Sierra Madre has provided educational outreach material and was available to answer questions at four community events during FY 08/09. Materials are available in the City Hall lobby and are usually included with development permits and targeted business license customers. Educational information is constantly provided via the City's local access cable channel and the official City website.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? N/A

- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? N/A

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

N/A

6. Did you encourage local radio stations and newspapers to use public service announcements?

Yes ☒ No ☐

How many media outlets were contacted? 4

Which newspapers or radio stations ran them?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Sierra Madre Weekly, Pasadena Star News, Mountain Views News, and San Gabriel Valley Weekly.

Who was the audience?

General public, residents, businesses and students.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
 Estimated dollar value/in-kind contribution: \$500.00
 Type of media purchased: Program/Newspaper Ads
 Frequency of the buys: Race season/quarterly
 Did another agency help with the purchase? Yes ☒ No ☐
 8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐
 If so, describe the type of advertising.

Worked with Citites of Irwindale, Arcadia and La Verne to sponsor Recycle Used Oil logo on local race car.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐
 Describe the materials that were distributed:

SMEAC, Sierra Madre Environmental Action Council is consistently informed of all of the City's environmental programs including storm water pollution prevention. They regularly submit articles for a local paper and distribute their own newsletter with such information. Sierra Madre Elementary School's "Green Team" was provided with information that included storm water pollution prevention information along with other various environmental stewardship information. The Sierra Madre Community Nursery School was also provided storm water pollution prevention information and was included with their composting and grasscycling programs.

Who were the key partners? Sierra Madre Environmental Action Council, Sierra Madre Elementary School's "Green Team", and Sierra Madre Community Nursery School.

Who was the audience (businesses, schools, etc.)?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Business, general public, residents, students and visitors from surrounding areas.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐
How many events did you attend? 4
11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
If so, what is the address? www.cityofsierramadre.com
12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐
Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Attendance and participation was consistent with previous years for 3 of the events, and rose sharply for the school-aged child oriented presentation that occurred in August of 2008. Knowledge of storm water prevention has been steadily increasing as seen in Q&A sessions with participants.

13. How would you modify the storm water public education program to improve it on the City or County level?

No modifications at this time.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☐ No ☒

Comments/Explanation/Conclusion:

No comments at this time.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	N/A	N/A	N/A	N/A
TSDf	N/A	N/A	N/A	N/A
Industrial/Commercial	42	4	10	86
Comments/Explanation/Conclusion:			None at this time	

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Industrial/Commercial	4	4	100	4	4	4	0	4	4	4

Comments/Explanation/Conclusion:

Staff made inspections this year based on complaints or observations of a need for upgrades to BMPs. Overall compliance was very good and the exceptions were addressed in a timely manner.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal	4	4	4	4	4	4	4
NOV							

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Verbal	4	0	0	4

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Comments/Explanation/Conclusion:

Four verbal corrections, all completed in timely manner and re-inspected often for compliance.

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

Staff will continue to work with its contract hauler who is also the street sweeping and pressure washing contractor to address reducing pollution that is historically associated with sidewalk dining. All other components of program are doing very well to prevent pollutants in storm water discharge.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. See Attachment B
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

Erosion control program, self-inspections, brochure distribution, scheduling of excavation and grading for dry weather periods, use of gravel approaches, protection of trees and foliage, strict house-keeping standards, vehicle maintenance procedures.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

Permit assigns responsibility for development of numerical data to the Principal Permittee. The city follows standards set by the County of Los Angeles.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

Priority projects are referred to the Public Works Department for review of SUSMP criteria prior to plan approval.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	0
b)	Commercial	0
c)	Industrial	0
d)	Automotive Service Facilities	0
e)	Retail Gasoline Outlets	0
f)	Restaurants	0
g)	Parking Lots	0
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i)	Total number of permits issued to priority projects	0

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? N/A

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

This task has already been completed.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 1
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?

- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. How many targeted staff were trained last year? 1
15. How many targeted staff are trained annually? 10
16. What percentage of total staff are trained annually? 10%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Developer guidelines are currently available from the city. City updates information as required from the Principal Permittee.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Projects over 1 acre are rare in the City of Sierra Madre as it is a bedroom community that has been nearly built-out. Currently we have 2 projects that is over an acre. One project is still at very preliminary stages. The other project has obtained a SEID, has submitted the required SWPPP and has been consistently monitored during construction activities. The smaller projects are always monitored for runoff due to construction activity.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP See Attachment C
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

A WDID number, or other proof of NOI submittal must be provided for projects meeting GCASP requirements before permits will be issued.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 1
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 1
7. How many building/grading permits were issued to construction site less than one acre in size last year? 3
8. How many construction sites were inspected during the last wet season? 0
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	0	0	0	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

A verbal warning and order to correct is given for minor violations (i.e. improved implementation of BMP's). For majore violations a written Notice of Violation is issued and follow-up inspections are conducted to ensure compliance. If necessary, a stop-work order may be issued until the site meets NPDES compliance.

11. Describe the system that your agency uses to track the issuance of grading permits.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

There is a log in the Public Works Department that contains copies of all grading permits and associated licenses and insurance documentation. If a grading project over 1 acre occurs it would be included into a NPDES database.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 0
- c) How many did your agency respond to? 0
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 0
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

Sewage spills, leaks, or complaints of such are responded to immediately. As part of response activities, barriers such as sandbags are used to berm all catch basins near the spill. A licensed haz-mat clean up crew is notified immediately as well as a plumber if applicable. All appropriate agencies are contacted promptly as necessary.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4?

Yes ☒ No ☐

If so, describe the program:

The City crew repair leaks and correct problems within the sewer system as they come to City's attention. The entire sewer system has recently been video-inspected and cleaned.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?

%

- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites?
How many were 5 acres or greater in size?

0

0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☐ No ☒

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The City has a SWPPP a WDID for the maintenance yard; it is reviewed annually and updated as necessary.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

Regular good housekeeping practices are used as well as random spot inspections to ensure compliance with NPDES program. Announced inspections are also done quarterly and runoff sampling is completed at the beginning and end of rain season.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☐ No ☒
If not, what is the status of implementing this requirement?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Wash areas currently drain to percolation pit.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above?

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

This task is completed only by qualified contractors with valid Pesticide Applicators certificates.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

This is specified in the contract documents and monitored to the maximum extent possible during such rain events.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? N/A
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City encourages the use of standard BMP's to reduce the need for water, fertilizer and pesticides. The planting and/or retention of native vegetation is encouraged in all areas to achieve this goal. The City's landscaping of its downtown area includes only native and drought-resistant vegetation. The most recent park addition to the city also used only native and drought-resistant vegetation. City staff has coordinated the County Smart Gardening workshop with a local school and advertises events to our residents.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|-----|
| Priority A: | 22 |
| Priority B: | 40 |
| Priority C: | 150 |

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

Catch basin inserts have been in placed in 46 locations around the City and maintenance and operation program has been developed to ensure that they are cleaned out at least monthly. City has installed 2 new prototype structures in a high sediment/trash discharge area for research on further purchases. Street sweeping and commercial zone collection programs have been maintained or enhanced in FY 08/09.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- e) How many times were all Priority A basins cleaned last year? Catch basins are inspected monthly and when trash is observed. Rainy season inspections are increased when possible.
- f) How many times were all Priority B basins cleaned last year? See E
- g) How many times were all Priority C basins cleaned last year? See E
- h) How much total waste was collected in tons from catch basin clean-outs last year? Approximately 1000lbs
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? This project was completed several years ago and no additional stops have been formed.
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain?

Yes ☒ No ☐

- m) Did your agency inspect the legibility of the catch basin stencil or labels?

Yes ☒ No ☐

What percentage of stencils were legible? 100%

- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection?

Yes ☐ No ☒

- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? **No**

City owned open channels.

Yes ☐ No ☐

Is the prioritization attached?

Yes ☐ No ☒

- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality?

Yes ☒ No ☐

What changes have been made?

No changes are considered necessary at this time.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? N/A

Yes ☐ No ☐

- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

City crews use care and standard BMP's during clean-outs to prevent debris from entering the MS4.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

s) Where is removed material disposed of?

Material is initially stored in a trash bin at the maintenance yard, and then taken by our contracted waste hauler for proper disposal.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☐ No ☒
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many?

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). See Attachment D
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date. See Attachment E

The City of Sierra Madre is a built-out bedroom community which has little to no development. City staff is not aware of any permitted connections to our portion of the storm drain system. However, the County of Los Angeles, which owns the remaining portion, may have a map listing all of their permitted connections.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The City of Sierra Madre staff responds to complaints of illicit discharges or illicit connections by launching an investigation into the complaint within 24 hours. Illicit discharges and Illicit connections are actively inspected during area surveillances, as well as during routine site inspections. Should a violation occur, a verbal warning and order to correct is given for minor incidents; while a Notice of Violation will be sent with time period given for corrections to be made for serious offenders.

4. Describe your record keeping system to document all illicit connections and discharges.

All identified illicit connections and illicit discharges are kept in an electronic database which includes all pertinent information.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. What is the total length of open channel that your agency owns and operates? 0
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 3.7 miles
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

The City has determined that all priority storm drains belong to the County of Los Angeles, and has received no indication of reporting of any illicit connections.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	N/A	N/A	N/A	N/A	N/A	N/A
02/03	0	N/A	N/A	N/A	N/A	N/A	N/A
03/04	0	N/A	N/A	N/A	N/A	N/A	N/A
04/05	0	N/A	N/A	N/A	N/A	N/A	N/A
05/06	0	N/A	N/A	N/A	N/A	N/A	N/A
06/07	0	N/A	N/A	N/A	N/A	N/A	N/A
07/08	0	N/A	N/A	N/A	N/A	N/A	N/A
08/09	0	N/A	N/A	N/A	N/A	N/A	N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

11. Explain any *other* actions that occurred in the last year. N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? Within 24 hours

a) Were all identified connections terminated within 180 days? No illicit connections Yes ☐ No ☐

b) If not, explain why.

N/A

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	0	0	0	0	0	0	0
02/03	1	1	0	0	0	0	0
03/04	2	2	0	0	0	0	0
04/05	1	1	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	4	1	0	3	0	0	0
08/09	3	3	0	0	0	0	1 (written notice to correct)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. What is the average response time after an illicit discharge is reported? 15 min.
- a) Did any response times exceed 72 hours? Yes ☐ No ☒
- b) If yes, explain why.
- N/A
15. Describe your agency's spill response procedures.
- When a spill is reported, an inspector is assigned to begin an investigation immediately or within 24 hours. The inspector reports to the site and determines the extent of the spill and the action to be taken. Inspector also attempts to determine the source of the spill and will call in other agencies as necessary. Discharges are stopped and clean-up orders are initiated when appropriate. When appropriate, a written warning or Notice of Violation is sent. Appropriate follow-up inspections are completed when warranted. Electronic record is created and maintained.
16. What would you do differently to improve your agency's IC/ID Elimination Program?
- The program in place is highly effective and no changes are deemed necessary at this time.
17. Attach a list of all permitted connections to your storm sewer system. N/A
The City has not permitted connections to the storm drain system.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2. **Currently, the County of Los Angeles and/or LA River Watershed participating cities conduct all storm water quality monitoring as the City does not have the funding to perform this task alone.**

VI. Assessment of Program Effectiveness

- A.** Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following: **See Attachment F**
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 4. A list of specific program highlights and accomplishments;
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 6. Interagency coordination between cities to improve the storm water management program;
 7. Future plans to improve your agency's storm water management program; and
 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B.** On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182. **Ten (10)**
- C.** List any suggestions your agency has for improving program reporting and assessment.
None at this time.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4